HOW TO NAME ELECTRONIC FILES AND FOLDERS

Naming Electronic Files and Folders

The amount of records being created, especially electronic records, is increasing at a rapid rate. As a result, to quickly find information, it is increasingly important to name files and folders in a consistent way.

Rules for Naming Electronic Files and Folders

When saving a document e.g. a word or excel document, use these rules when naming them:

Rule 1: Avoid using special characters such as \ / ; * ? " < > ` { } [ ] & $ % , .

Rule 2: Do not use spaces between words and elements – use dashes or underscores.

Rule 3: Be brief – use no more than about 30 characters to name your file/folder.

Rule 4: Include a date or version number.

Rule 5: Be consistent in the words you use to name files and folders.

Examples

RIMS_Manual_v01

Staff-Meeting-Agenda-01-26-2012

Staff_Meeting_Minutes_01_26_2012

Ethics_Policy_2008